



## Request for Contract Update

Pursuant to the terms of contract number R190302 for Office Supplies, Related Goods and Services, Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

RW Gonzalez Office Products, Inc. hereby provides notice of the following update on  
*(Contractor)*

this date April 19, 2022.

**Instructions:** Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

**Authorized Distributors/Dealers**

- \_\_\_\_\_ Addition
- \_\_\_\_\_ Deletion
- \_\_\_\_\_ Supporting Documentation

**Price Update**

\_\_\_\_\_ Supporting Documentation

**Products/Services**

- \_\_\_\_\_ New Addition
- \_\_\_\_\_ Update Only
- \_\_\_\_\_ Supporting Documentation

**Discontinued Products/Services**

\_\_\_\_\_ Supporting Documentation

**States/Territories**

\_\_\_\_\_ Supporting Documentation

**Other Change of Address**

Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).

Please note change of **MAILING** address:

Physical Office

Gonzalez Solutions for Business	Gonzalez Solutions for Business
5701 W. Slaughter Lane-Building A130, #234	201 W 5 <sup>th</sup> St 11 <sup>th</sup> Floor
Austin, Texas 78749	Austin, TX 78701

Submitted By: Pamela Gonzalez, VP

Title: Vice President

Email Address: [pam@gonzalezop.com](mailto:pam@gonzalezop.com)

**Approved by Email: Date** 4/25/2022 | 11:44 AM CDT

**Denied by Email: Date** \_\_\_\_\_

DocuSigned by:  
Robert Engelmann  
Region 4 ESC: \_\_\_\_\_  
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